

Request for Funds Document Instructions
2009-2011

The WORD template, Request for Rates and Funds, is to be used to provide basic provider information, identify the services being proposed, the requested unit rates, and the counties the provider is proposing to serve. Please note the following as you complete the template:

1. Most but not all cells in which you will enter information are backlit in yellow. The tab key will move you from cell to cell.
2. The template is organized to submit a proposal for one service standard. If more than 1 service standard is to be proposed, do the following:
 - List all services on page 1, the "Agency" page.
 - You must complete pages 2 and 3 (Section II, Items A through C) for *each proposed service standard*. If copying/pasting multiple Section II's, please change page numbering to consecutive numbers. For each service selected, a "services" worksheet will be created on which service specific information is to be entered.
3. The "services" worksheet will present the allowed units for the selected Service Standard. You are to enter your proposed unit rate(s) for each unit you are proposing to provide. NOTE: The component codes 1, 2, 3, 4, and 5 are color coded to identify the description. The component codes are then repeated in the "Total Number of requested Units" section.

This is also the worksheet on which you are to enter the counties you are proposing to serve and the number of units and clients/families to be served proposed for each county. Enter the total number of counties to be served in the cell labeled "Number of Counties to be Served." List each county and the region for that county. (Example: Lake County, Region 1)

4. Complete the Services worksheet(s) by identifying the contact person for the specific service.
5. Continue until detail information has been entered for each service to be included in this document.
6. If this is a new document, save the document using the "Save As" function, if this is a revised document use the "Save" function. In either case, print the document.
7. If you have technical questions regarding the use of this template, contact your Regional Child Welfare Services Coordinator.

For all Service Standards that require a budget to be completed see Attachment B-3.